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PREPARATION OF REPORT ON THE NATIONAL PSYCHOLOGICAL EFFORT

October 1 - December 31, 1952

1. Format. The PSB report will include a general summary of significant developments, a statement of the progress of PSB work at the close of the period, and appendices forwarding the full texts of State, Defense, CIA and MSA reports (the CIA report being given special restricted distribution).

2. Contents of Agency reports. Reports from the Member Agencies and MSA, on which the general summary will largely depend for its material, should:

(a) Give concise accounts of major developments in the psychological field during the reporting period. It is desirable to confine the reports to important highlights of the period because separate summaries will not be made for this particular report.

(b) Indicate significant changes that have occurred since the period covered by the preceding report.

(c) Be thoughtful as well as factual. They should throw light on the problems encountered in working toward U. S. objectives, and progress made toward meeting these problems.

(d) Be organized under headings which facilitate drafting the general summary of the period. As a rule, treatment by objectives or by areas is most suitable for this purpose (with separate headings for topics which may deserve special attention either because of their importance or because they are common to several areas).

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(e) Where special steps have been taken to implement approved PSB plans, these should be separately indicated.

(f) Include developments in the field of preparations as well as that of operations: planning, organization, logistic or other capabilities, if of more than routine interest.

3. Procedure.

(a) Agency reports in final draft form should be in the hands of the PSB staff by January 6, 1953. If possible, ten (10) copies (except of the CIA report) should be supplied to permit quick distribution to other agencies without re-typing.

(b) Copies of each Agency report, except CIA's, will be distributed promptly to the other Agencies by the PSB staff. If it becomes clear that a need exists for ironing out discrepancies between reports, the staff will arrange a meeting for this purpose.

(c) The PSB staff will draft the general summary for the period and a progress report on PSB work and circulate these to the Agencies. If ensuing comment includes proposals for amending these drafts, the PSB staff will arrange a meeting for this purpose.

(d) Since the NSC staff has requested that the report be submitted by February 1, 1953, the work should move forward in time to permit Board approval by that date.

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ROUTING AND RECORD SHEET

INSTRUCTIONS—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

P. S. B.

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